

SECRET

711181

Approved For Release 2005/02/17 : CIA-RDP78B04770A001000030070-2



NPIC/P&DS-100-65
19 March 1965

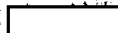

MEMORANDUM FOR: Chief, Contracting Division, OSA

ATTENTION:

SUBJECT:




1. Attached is a draft of a letter to the 
 concerning our views on the subject of technical reporting.
You are requested to transmit the substance of this letter in the
name of the contracting officer.

2. As you can see from this letter we are opposed to the
inauguration of reporting practices used in connection with 
If you require further information on this matter, please contact
 P&DS/DB,



Colonel, USAF
Assistant for Plans and Development


Attachment:

Draft letter 
Cost Estimate PAR 215

Distribution:

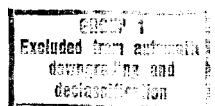
Orig & 1 - Addressee
✓ 1 - Proj file
1 - P&DS chrono
1 - DB chrono

Declass Review by NGA.

NPIC/P&DS/DB  19 Mar 65

Approved For Release 2005/02/17 : CIA-RDP78B04770A001000030070-2

SECRET



DRAFT
18 March 1965

Subject: [] Contract

Dear Rock,

Reference is made to your letter, dated 28 December 1964, regarding the proposed discontinuation of the monthly progress report and to the discussion on this subject at the meeting held on 25 and 26 February 1965 between yourself and our technical representative, []

We do not concur in discontinuing the monthly progress report. This monthly report is in many cases the only document that the individual project monitor has to justify current PAR expenditures.

It is requested that the monthly reports contain a summary of the work performed during the reporting period showing both progress and problems incurred. Previously reported matters should not be repeated each month unless some significant change has occurred. When new PAR's are proposed, or when a significant change is made in the overall estimated cost of a specific PAR [] is considered significant), an "Estimated Summary" sheet similar to that shown in the attached sample is requested. Labor and burden should be shown as separate items. In the event that the summary sheet may be the first one on an existing PAR it should clearly show both the previous estimate and newly estimated items for comparison.

DRAFT

It is realized that this will require more of the project engineer's time, but it is essential that our project monitors have this information as a basis for taking the appropriate action on each specific task.

Sincerely,